

What is claimed is:

- 1 1. A planner tool comprising:
  - 2 a) a plurality of pages each having at least one pouch for holding a card and
  - 3 holes appropriately spaced allowing for said pages to be inserted
  - 4 into a binder;
  - 5 b) a plurality of lead cards having at least two sets of at least times of a day;
  - 6 c) printed calendar sheets having at least:
    - 7 i) holes appropriately spaced allowing for said sheets to be inserted
    - 8 into a binder; and
    - 9 ii) printing on said sheets that includes a plurality of columns with
    - 10 headings and a duplicate of times listed on said plurality of
    - 11 lead cards.
- 1 2. The planner tool of claim 1, wherein said planner further consists of a set of cards
- 2 containing text for a name of a month for every said month of a year.
- 1 3. The planner tool of claim 1, wherein said planner further consists of a set of colored-
- 2 coded cards.
- 1 4. The cards of claims 3, wherein said set of colored-coded cards consist of at least four
- 2 colors.
- 1 5. The planner tool of claim 1, wherein said plurality of pages contains a center cavity,
- 2 sealed by a zip closure.
- 1 6. The page of claim 5, wherein said pouch contains at least four pouches located on
- 2 outside sides of said page.
- 1 7. The planner tool of claim 1, wherein said lead cards have a blank center between a list
- 2 of times of a day on both left and right sides of said lead cards.

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- 1 8. The planner tool of claim 1, wherein said pages and calendar sheets are inserted into a  
2 binder.
- 1 9. The planner of claim 1, wherein said printed calendar sheets includes the dates for days  
2 of a week.
- 1 10. The printer calendar sheets of claim 9, wherein the dates can be printed on said sheets  
2 or written in by a user.
- 1 11. The planner of claim 1, wherein said printed calendar sheets contain c, a, e, and m  
2 headings, standing for call, appointment, expenses, and mileage respectively.
- 1 12. A kit that allows for tracking information and appointments comprising:  
2 a) a plurality of pages each having at least one pouch for holding a card and  
3 holes appropriately spaced allowing for said pages to be inserted  
4 into a binder;  
5 b) a plurality of lead cards having at least two sets of at least times of a day;  
6 c) printed calendar sheets having at least:  
7 i) holes appropriately spaced allowing for said sheets to be inserted  
8 into a binder; and  
9 ii) printing on said sheets that includes a plurality of columns with  
10 headings and a duplicate of times listed on said plurality of  
11 lead cards.
- 1 13. A method for tracking information and appointments comprising the steps of:  
2 a) getting a planner tool;  
3 b) using said planner tool to:  
4 i) keep track of expenses;  
5 ii) making an appointment or an appointment to call; and

6           iii) keeping track of mileage

1       14. The method of claim 13, wherein said planner tool comprises:

2           a) a plurality of pages each having at least one pouch for holding a card and  
3               holes appropriately spaced allowing for said pages to be inserted  
4               into a binder;

5           b) a plurality of lead cards having at least two sets of at least times of a day;

6           c) printed calendar sheets having at least:

7               i) holes appropriately spaced allowing for said sheets to be inserted  
8               into a binder; and

9               ii) printing on said sheets that includes a plurality of columns with  
10               headings and a duplicate of times listed on said plurality of  
11               lead cards.

1       15. The method of claim 13, wherein keeping track of expenses comprises the steps of:

2           a) obtaining a receipt for an expense;

3           b) assigning and writing a number on said receipt;

4           c) recording said number of said receipt in a column headed by an e, across  
5               from a customer's name and time of appointment where said  
6               expense incurred on a printed calendar sheet; and

7           d) placing said receipt in a center cavity of a vinyl pouch page, which is  
8               sealed by a zip closure, of a corresponding week when said expense  
9               occurred.

1       16. The method of claim 13, wherein making an appointment or an appointment to call  
2       within a week, or later on in time comprises the steps of:

3           a) finding a color of a pouch in front of said planner that corresponds to  
4               said week with which a client wants said appointment or call;

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- 5           b) circling a time on either side of a lead card corresponding to said  
6           appointment or call and on printed calendar sheets;
- 7           c) writing said appointment only on said printed calendar sheets under a  
8           column with a heading of a;
- 9           d) placing said lead card with all pertinent information in a vinyl pouch  
10          page corresponding to said color in front of said planner.
- 1       17. The method of claim 13, wherein keeping track of mileage comprises the steps of:
- 2           a) writing the number displayed by an odometer present in an automobile  
3           down on a calendar sheet under a first column under a heading of m  
4           before leaving to go to a destination;
- 5           b) writing the number displayed by an odometer present in said automobile  
6           down on said calendar sheet under a second column under a heading  
7           of m after getting back from said destination;
- 8           c) totaling mileage covered in a day to obtain daily mileage;
- 9           d) totaling said mileage calculated each day to obtain weekly mileage.

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